HOW TO WRITE AN EFFECTIVE RESUME

The purpose of your resume is to get you an interview for a position that interests you. Therefore, while your resume is *about* you, it is not *for* you; it's *for* the employer. Your resume must quickly, clearly, and concisely show the hiring manager that you have the knowledge, skills, abilities, and desire for their position.

This document briefly outlines how to successfully present your background and desire for a position. More detailed documents and videos are available in the Resources section of your Handshake account.

Although the steps for writing an effective resume are below, the most important steps happen long before you begin writing with self-exploration, networking, industry research, and identifying opportunities that excite you.

DOCUMENT FORMATTING: BE CONSISTENT AND CLEAR

- Lengths: One page for those with fewer than 5-7 years of professional experience
- Margins: ¾ inch to 1 inch on all sides
- Font: Serif font (Times New Roman), 10-12-point size (including your name)
- Do not use templates, columns, tables, graphics, pictures, icons
- Be consistent: use the same formatting and style throughout
- Bullet points: only solid black bullets, no sub-levels, text should line up with text
- Date and location on right side of document; use "right tabs" not spacebar
- Use all caps, small caps, bold, and italics judiciously and consistently
- Do not use "I" or "me." Not necessary to use articles (an, a, the)

STRUCTURE AND LAYOUT: PRESENT IMPORTANT INFORMATION EARLY AND OFTEN

- Name and Contact: Name is first followed by current address, email, and phone number
- Summary: A brief 1-2 sentence paragraph that showcases your knowledge, skills, and abilities related to the position to which you are applying
- Education: List most recent program first; include high school when you are a freshman and have limited experience; include higher level courses that relate (not general eds), awards, GPA, major research
- Experience: List in reverse chronological order with location, dates, and title; includes jobs, internships (paid/unpaid), volunteer work, relevant class projects, research experiences, etc.
- Other Experience Sections: May include Leadership, Volunteer, Related, or International. Select experience categories appropriate to your background and what you want to showcase to an employer
- Skills: Include this section when you have specific technical skills specifically related to the position, including software, hardware, foreign languages, etc
- Other Sections: When appropriate and relevant include International Experiences, Certifications, Professional Associations—only when they do not take space from more important information

CONTENT: GIVE 'EM WHAT THEY WANT BY SPEAKING THEIR LANGUAGE

- Give the employer exactly what they want: read the position description carefully. Focus your resume on the most important skills and abilities mentioned – Translate your resume into their language
- Bullet points start with an action verb that is one of the skills mentioned in the job description
- Answer the "So What?" question: The most important information on your resume are accomplishments, how your efforts brought value, and how you used each skill to do it
- Quantify your accomplishments. Numbers enhance credibility and jump off the page
- Include relevant details on the people, process, and tools you used for each. Give as much detail as you can while keeping the descriptions simple and without unrelated jargon or tech-speak
- Write bullet points in present tense for ongoing experiences; past tense when they are complete

JANE M. CAREER

3400 Charles Street #389, Baltimore, MD
21218
(410) 516-8056 | career@jhu.edu

SUMMARY

Dedicated, organized political science student with team leadership, customer service, event management, and marketing experience who has effectively integrated social media into advertising plans.

EDUCATION

Johns Hopkins University   Baltimore, MD
Bachelor of Arts: Political Science, Minor: Sociology (CGPA: Expected May
3.65)   2018
- Honors/Awards: Dean's List (2015, 2016), Provost's Undergraduate Research Award
- Relevant Coursework: Social Policy of the U.S., Non-Profit Management

John Carroll High School   Seattle, WA
High School Diploma (GPA 4.5, Top 5%)   June 2014
Advanced Placement Courses: Chemistry, Biology, Physics, U.S. History, English

PROFESSIONAL EXPERIENCE

Johns Hopkins University, Career   Baltimore, MD
Center *Peer Assistant*   June 2015-
- Leading team of 5 student workers advertising career related programming by   Present
developing and disseminating weekly newsletter to approximately 7,000 undergraduate and graduate students.
- Managing integration of social media platforms such as Twitter and Facebook into student event marketing plan. Student participation has increased 25%.

Banana Republic   Seattle, WA
Sales Associate   May-August
- Led team of sales associates that designed innovative "Back to School" promotion   2012-2014
flyer using Photoshop Pro distributed in print and social media.
- Advised individual customers on purchases and managed customer returns for high volume retail clothing store. Earned "Star Employee Award" June 2013 for highest sales percentages.

STUDENT LEADERSHIP AND VOLUNTEER ACTIVITIES

Students Taking a New Direction (STAND)   Baltimore, MD
Mentor   September 2015-
- Mentor and tutor 16-year-old girl for 2 hours per week following agreed upon learning   Present
outcomes.
- Prepare and facilitate practice exams in algebra and chemistry for 20 high school students.

Circle K   Baltimore, MD
Volunteer   September 2015-May
- Managed large events such as campus blood drive and egg hunt for 50   2016
children.

National Honor   Seattle, WA
Society Secretary   September 2013-May
                                                                                                                  2014

TECHNICAL SKILLS

Computers: Microsoft Word, Excel, Access, PowerPoint; SPSS; and Stata
Languages: Spanish (intermediate); Chinese (advanced speaking, intermediate writing)